

# WASHINGTON STATE ARTS COMMISSION

## ART IN PUBLIC PLACES PROGRAM

### **HOW CAN YOU CONTACT US?**

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### **WHO ARE WE?**

In 1974, Washington's legislature established the Art in Public Places program of the Washington State Arts Commission. The program works with state agencies, universities, colleges and public schools that have percent-for-art allocations from new construction. When a new public building or addition is built, a portion of those costs (1/2%) is set aside to acquire artwork through the Arts Commission. Those works become part of the State Art Collection and there are currently over 4,300 works in the collection statewide.

### **WHAT DOES THE PROGRAM DO?**

The Art in Public Places program works with approximately 150 percent-for-art allocations every two years. Those are 150 opportunities to have your work purchased or to be selected for a commission project. The public schools generate the largest number of allocations. Percent-for-art budgets generally range from \$250 to \$5,000 for purchase work and from \$20,000 to \$150,000 and up for commissions of new work. To work with the program, you need to apply and be accepted to the Artists Resource Bank.

### **WHAT IS THE ARTISTS RESOURCE BANK?**

The Artists Resource Bank is the artist registry used by the Art in Public Places program. Professional artists on this juried roster can have their work acquired (either through direct purchase or by commissioning new work) by the public schools, colleges, universities and state agencies that have percent-for-art funds. Artists are added to the Artists Resource Bank through a competition held every two years.

### **WHO CAN APPLY TO THE ARTISTS RESOURCE BANK?**

All artists residing in Washington, Oregon, Idaho, Wyoming, Montana, Alaska, and British Columbia are eligible for this competition. A limited number of artists from other parts of the United States are also invited to apply.

Undergraduate and graduate students currently enrolled in an ongoing course of study in visual arts are ineligible.

## WHEN IS THE ARTISTS RESOURCE BANK COMPETITION HELD?

The competition is held every two years, in the summer of even-number years (2000, 2002, 2004 etc.) Contact the Art in Public Places program to find out when the next prospectus will be available. The information is also available on our web site: [www.arts.wa.gov](http://www.arts.wa.gov).

## HOW DO YOU APPLY?

Following the directions on the prospectus, send slides, annotation sheets, a stamped, self-addressed envelope and a résumé for each or both categories (existing work purchases and commissions of new work). If your work is best represented through video, submit one ½" videotape, cued to a selected three minute segment and labeled with your name.

**Pay attention to the deadline!** Portfolios sent after the deadline or in non-competition years will be returned to you.

Slides for the *existing work category* represent work currently available for direct purchase. Purchase prices must include the cost of (as applicable):

- framing
- security mounting hardware
- shipping or delivery
- insurance
- Washington State sales/use tax.

Works acquired through this category generally range in price from \$250 to \$5,000 and the public schools have the largest number of allocations, which average about \$2,500 each.

Existing work that is purchased will be exhibited in a public environment. Works on paper must be professionally framed with glass or acrylic. Small-scale sculptures will usually need an acrylic case and a shallow base.

All purchased work will be shipped or delivered to the purchasing site; factor packing and shipping costs into the price as well.

Slides for *commissions of new work* represent prior commissions or other work indicating your interest in being commissioned to produce new work that is "site related" in nature. Both individual projects and collaborations are possible. Budgets for commissions projects generally range from \$20,000 to \$150,000 and up. Your commission budgets should reflect all of the costs of fabricating and installing the work.

## COMMON ARTISTS RESOURCE BANK APPLICATION QUESTIONS:

- Q:** The prospectus says that undergraduate/graduate students are not eligible - but I'm a professional artist earning a degree in English/Science/etc. Am I ineligible?
- A:** No. The limitation on students is to ensure that professional artists apply. If your studies are not in art, you are eligible.
- Q:** I am an artist from another state. Why do I have to include sales tax?
- A:** You must include business use tax because all the sales are made in Washington State. We suggest using the highest tax rate in the state (currently 8.8%).
- Q:** For the Commissions of New Work competition, what kind of slides should I submit?
- A:** If you haven't done a commission before, submit slides of work that represent your potential to do a commission. You are not submitting a proposal for any specific site. If you have drawings or models for commissioned work, you can submit slides of those. Do realize a committee's greatest challenge in considering you will be translating what they see from your studio or exhibitions to what you might do in a public setting.
- Q:** Is it okay if my past commission budgets fall below \$20,000?
- A:** Yes. Most of the percent-for-art commission budgets are between \$20,000 to \$50,000. If your past commission budgets are less, the agencies can extrapolate from your slides to get an idea of what you would do for a larger budget.
- Q:** I received the prospectus, but I'm already in the Artists Resource Bank or have work in the state's art collection - do I need to reapply?
- A:** Generally, no. Give us a call to double check.
- Q:** Do I have to send two sets of slides to be included for both the Purchase and Commission categories? And if so, can they be in the same envelope? And can they be the same images?
- A:** Yes, yes and yes. There are two separate competitions for the two categories, so two slide sets are necessary, but they can be in one envelope and be of the same works.

## HOW ARE ARTISTS SELECTED FOR THE ARTISTS RESOURCE BANK?

Each applicant's slides and résumé are reviewed by a jury of artists and arts professionals. Your slides are the most important part of your application -- pay attention to quality! Materials submitted for review are evaluated on artistic merit and appropriateness for a public environment. The jury's recommendations are presented to the Arts Commission for final approval.

## HOW WILL YOU KNOW IF YOU'RE SELECTED?

Notification of competition results occurs after the jury's recommendations are presented to the Washington State Arts Commission – approximately one month following the panel meeting (or approximately two months following the competition deadline). All artists are notified by mail.

## WHAT IF YOU ARE REJECTED?

Keep applying! The Artists Resource Bank jury changes each time a competition is held.



## WHAT IF YOU ARE ACCEPTED?

**If you submitted for the Existing Work for Purchase category:**

- Your slides are shown to approximately 100 schools, colleges and agencies from October through December of the competition year and committees from these sites choose artwork directly from your slides. This time line immediately follows the Artists Resource Bank competition to ensure the artworks' availability. **PLEASE notify the program if one of your pieces is not available so we can remove it from the slide shows.**
- After January, your existing work slides are no longer shown but your portfolio will be retained until just prior to the next competition. Then we will return it to you for updating.

## COMMON ARTISTS RESOURCE BANK APPLICATION QUESTIONS:

- Q:** For the Commission category, why do you ask for 10 slides plus 4 duplicates?
- A:** We use the 4 duplicates for the first slide review by all sites that have percent-for-art budgets in your budget range. The 10 slides and your resume are reviewed when you make it to the semifinalist stage. Having the duplicates allows our staff to schedule more selection meetings without competing for the same set of slides.
- Q:** How do I budget a public report and plaque into my commission slides prices?
- A:** The public report is an artist statement or presentation given after installation is completed; estimate travel costs. The identification plaque is usually a 4" x 8" brass plaque for interior work (call your local trophy engraver for an estimate).
- Q:** How do I label slides correctly?
- A:** The following information must be on each slide as shown:
- Your name
  - Title of artwork
  - Slide annotation number (corresponds to annotation sheet)
  - Date of artwork
  - Medium
  - Dimension
  - Orientation dot

| Name  | Slide #              |
|---|----------------------|
| Title   | Date                 |
|  |                      |
|  | Medium<br>Dimensions |

- Q:** What about slides of vertical images? Can the information still go on the wide areas of the slide?
- A:** Yes. Just be sure to put the dot in the correct location by holding the slide so image is oriented correctly. Keeping that orientation, place the dot in the lower left corner.

### **If you submitted for the Commissions of New Work category:**

Your portfolio is sorted by your self-designated budget level and your slides become part of a slide show with other artists who work in your budget range. These shows are reviewed by committees from public schools, colleges, universities and state agencies who have percent-for-art budgets in your range. These committees initially view all artists in their budget range, eventually selecting a finalist. The finalist is put under contract to develop proposal. After meeting with the committee and visiting the site, the artist develops and presents the proposal.

Until you are selected as a finalist, your slides will be shown to every site that has a percent-for-art budget in your price range. These shows start in the fall following the competition and continue until you are asked to update, so your slides are being seen across the state for almost 2 years.

### **WHAT HAPPENS IF THE PROGRAM SELLS ONE OF YOUR ARTWORKS?**

We will contact you to contract for the purchase of the artwork and provide directions as to where it is to be delivered and to whom. Payment is made after the site receives the artwork.

- Sign and return your contract as soon as possible. **Don't wait until the delivery deadline to return the contract.**
- When the program receives your contract, the Arts Commission will sign it and return a copy to you.
- You may hand-deliver or ship the artwork to the site, on or before the contract deadline.
- You should make delivery arrangements directly with your contact at the school, college or agency.

### **WHAT HAPPENS IF YOU ARE SELECTED FOR A COMMISSION PROJECT?**

We notify you to determine your interest in the project and to provide you information about the site, budget and interests of the committee. You are paid a fee for creating a proposal. If your proposal is accepted, you will then be issued a commission contract. Proposal contracts allow 3 months for execution, commission contracts allow 1 year.

Your portfolio is retained until you become eligible for another commission project (after 3 years from the signing of the proposal) and you will then be asked to update.

### **COMMON ARTISTS RESOURCE BANK APPLICATION QUESTIONS:**

**Q:** What is a security mount and where do I get one?

**A:** A security mount is a small mechanical device that attaches to the back of a 2-dimensional work and prevents its removal from the wall. They are required for all 2-D work and are available at most frame supply stores, usually costing less than \$10. You can substitute an earthquake hanger instead, which has a channel to trap the picture wire. They also usually cost less than \$10.

**Q:** Can I send fewer than 10 slides?

**A:** You can send as many as you want - UP TO 10 (plus 4 duplicates for the commission category). However, it's to your advantage to send all ten. Here's how it works:

- For the Artists Resource Bank Competition: all 10 slides are shown. Artists Resource Bank juries often assume you have no more work if you submit less than 10 slides.

#### **If you are accepted into the Artists Resource Bank:**

- For purchases: 4 slides of your work are shown at each meeting. If a piece is selected for purchase, we substitute another slide from the remaining 6.
- For commissions: the 4 duplicates are shown for the initial review. If you are selected as a semifinalist, all 10 slides are shown.

For both purchases and commissions, you select which 4 slides are seen in the initial review.

**Q:** What happens to my artwork if the state purchases it?

**A:** Newly acquired or commissioned works become part of the Washington State Art Collection for purposes of inventory, documentation, exhibition, and long-term conservation.

## **HOW ARE YOU SELECTED FOR A COMMISSION PROJECT?**

### **The Artist Selection Process:**

#### **- Part 1. Prior to artist involvement**

Program staff meets with the committee, introducing them to the program, presenting past commission projects and orienting them to the commission process. The committee represents the local constituency and diversity is encouraged. For example, school committees are encouraged to include the principal, an art teacher, a parent, a student, and a community member.

Program staff presents the work of artists represented in the Artists Resource Bank and the committee selects a short list of artists for further consideration. Program staff and the committee then meet to review the short list of selected artists; the committee chooses artists as finalist and alternates.

#### **- Part 2. With the artist**

Program staff contacts you and issues a contract. You, the project manager and the site committee meet to discuss the project, review building and site plans and/or walk through the site. The committee has the opportunity to share information about why they chose you, and their hopes and concerns for the project, but you do not need to specifically address the site at this point. Following this meeting, you have 3 months to develop a proposal specifically for the site.

The proposal, with a time line and fabrication budget, is delivered to the Arts Commission office by the deadline date on the contract. You later present the proposal to the committee for review. If the proposal is accepted, you and the project manager discuss project details and a commission contract is issued. You generally have 1 year to complete the final project.

## **COMMON COMMISSION PROJECT QUESTIONS:**

**Q:** What does a good proposal look like?

**A:** It can be a model or a drawing, and should be to scale. No matter how the proposal is represented, it should create a clear picture for the committee of what they will get. It should be very detailed and readable with a clearly written and legible document explaining the concept, materials, construction techniques, etc., including a detailed budget and time line. Maintenance and durability issues should be addressed.

**Q:** How do I create a budget as part of my proposal?

**A:** The budget must be all-inclusive. Start with the total fabrication budget you are given on the proposal contract, deduct tax, then account for materials, labor, studio costs, insurance, presentations (Public Report), transportation of artwork, artist travel costs, per diem (meals, lodging), installation (include assistants and equipment), structural engineer's stamp, documentation, plaque, artist's fee and the contingency.

**Q:** What if my proposal is rejected?

**A:** You are paid for the proposal and the agreed travel costs. Your slides are returned to the slide show and continue being presented for other projects.

**Q:** What's a refined commission budget and time line?

**A:** If you accounted for everything noted in the budget question above, you should have a refined budget. A refined time line details each stage of the artwork project: when design drawings are to be finished, when fabrication begins and ends, projected installation dates, etc. It doesn't have to be cast in stone, but should convey realistic time line projections.